

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

<p>FUNCTION DESCRIPTION</p>	<p>TITLE OF POSITION: <u>Deputy Warden Corrections</u> CLASSIFICATION CODE: <u>02184600</u> SALARY RANGE : <u>140A 75840-87140</u> REFERENCE POSITION NO: <u>137011400-523</u> Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>12-29-09 to 1-4-2010 (3 day grace 1-7-2010)</u> Division/Section/Unit: <u>Institutions/Operations/ACI</u> Assignment(s)/Comments: _____ Shift and Days: <u>Non Standard</u> Job Location: <u>to be determined</u> Restrictions/Limitations <u>none</u> Position Covered By Collective Bargaining Agreement: YES _____ NO <u>X</u> Name of Bargaining Unit: <u>N/A</u> There is _____ is not <u>X</u> a Civil Service List for this position. See A/B or Both for Specific Instructions <i>Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</i></p>
<p>TO CANDIDATE GENERAL INFORMATION</p>	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. <u>MOST IMPORTANT</u> - <i>please include the following information:</i> <ul style="list-style-type: none"> ● The title of the position for which you are applying ● Name of department where you are currently employed ● Title of your present position and date you entered it ● Your business telephone number ● Date you entered State service ● Present Union Affiliation*** *** in certain agencies, bargaining union applications will receive preferential consideration according to contract. B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service list</u> exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT: <ul style="list-style-type: none"> ● Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. ● MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). </p> <div data-bbox="1291 619 1523 751" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>E-VERIFY PROGRAM EMPLOYER</p> </div>
<p>DUTIES STATEMENT</p>	<p>DUTIES / RESPONSIBILITIES: To assist the Warden and other administrators in the provision of custody, control and operational activities as well as the administration of the facility and staff. Responsible for overall planning, organization and supervision of the work of all staff in the facility and/or program services in a facility of the A.C.I. To give general and/or specific instructions to superior officers and review the work of all staff in the facility through reports, conferences and inspections. The Deputy Warden is responsible for assisting the Warden in all institutional activities including staff training, inmate classification, facilities and maintenance, food services, medical and dental services, correctional industries, educational and vocational programs as well as library, oversee volunteers, substance abuse and religious services and other related duties.</p>
<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS</p>	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through; graduation from a college of recognized standing and Experience: Such as may have been gained through: extensive experience in a position responsible for supervising employees in an adult correctional facility. <u>Or</u>, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
<p>APPLY WHERE TO</p>	<p><i>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.</i> <u>SEND RESUME OR CS-14 APPLICATION TO:</u> Ann Marie Hamilton Office of Human Resources 39 Howard Ave. Cranston, R.I. 02920 Telephone #: <u>401-462-5118</u> Fax #: <u>401-462-2685</u> Email: <u>annmarie.hamilton@doc.ri.gov</u> TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER